



**Sustainable Food Policy Board  
APPROVED**

**DECEMBER MEETING MINUTES  
Monday, December 17, 2012**

The Sustainable Food Policy Board (SFPB) convened on Monday, December 17, 2012, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**Board Members in Attendance:**

|                             |                      |              |
|-----------------------------|----------------------|--------------|
| Ronda Rutledge – Vice Chair | Kathy Green          | Meagan Jones |
| Paula McDermott – Chair     | Michele Murphy-Smith | Erin Flynn   |
| Mary Teeters                | Toni Tipton-Martin   |              |

**Absent Board Members:**

|              |                  |            |
|--------------|------------------|------------|
| Rob Borowski | Karla Loeb       | Marla Camp |
| Paige Hill   | Katherine Nicely |            |

**Staff in Attendance:**

|                        |                     |                         |
|------------------------|---------------------|-------------------------|
| Marisa Balancier, HHSD | Robert Kingham HHSD | Marcy Alonzo, TC-HHS/VS |
|------------------------|---------------------|-------------------------|

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:34p.m.

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF OCTOBER 22, 2012.**

- Member Michele Murphy-Smith moved to approve minutes.
- Vice-Chair Ronda Rutledge seconded the motion.
- Motion passed 7-0-0.
- Member Erin Flynn not present at vote.

**3. 2013 TEXAS LEGISLATIVE SESSION-FOOD, FARMING AND NUTRITION RELATED ISSUES BRIEFING [KATHY GREEN & KARLA LOEB – SFPB]**

- Member Kathy Green gave overview of 83<sup>rd</sup> legislative session and discussed both general and food policy issues before the 2013 Texas legislature.
- Kathy Green will keep board apprised of relevant future bills
- Overview provided as backup doc.
- Member Erin Flynn arrived at 12:40p.m.

#### 4. **DISCUSS AND TAKE APPROPRIATE ACTION**

##### A. Board Recommendations Follow-up

1. Food Recovery
  - Future board recommendations such as the Food Recovery will no longer be in letter format.
  - Example of new format provided as backup doc.
  - No Action Taken.
2. Economic Analysis
  - No Action Taken.
3. Supplemental Nutrition Assistance Program and Central Texas Food Assistance Programs Outreach and Incentives
  - Vice-Chair Ronda Rutledge moved to authorize Kathy to sign-up and speak on behalf of the SFPB to the PHHS re: SNAP.
  - Member Erin Flynn seconded motion.
  - Vice-Chair Ronda Rutledge withdrew motion.
  - Vice-Chair Ronda Rutledge moved to authorize Paula McDermott and Kathy Green to sign-up and speak on behalf of the SFPB to the PHHS re: SNAP.
  - Member Michele Murphy-Smith seconded motion.
  - Motion passed 8-0-0.

##### B. Community Engagement

1. Working Group Outreach Guidelines/Process
  - Issue tabled until January. Preview discussion at Executive Committee meeting.
  - No Action Taken
2. Data and Information Monitoring/Collection/Distribution
  - Issued tabled until January. Preview discussion at Executive Committee meeting.
  - No Action Taken

##### C. Working Group Briefing and Recommendations

1. Healthy, Local, Sustainable Food in City/County Venues
  - Presentation in January, preview at Executive Committee meeting.
  - No Action Taken
2. Food Security (Community Action Network Stakeholder Group)
  - Item not discussed.
  - No Action Taken.
3. City/County Planning Processes (Bonds/Budgets/Comprehensive Planning)
  - Item not discussed.
  - No Action Taken.
4. Distribution & Processing of Local Meats
  - Item not discussed.
  - No Action Taken.
5. Affordable Water for Sustainable Farming
  - Item not discussed.
  - No Action Taken.

6. Retail Capacity Building
  - Item not discussed.
  - No Action Taken.

D. Sustainable Food Policy Board Infrastructure and Protocol

1. Meeting Protocol – Citizen Communication, Robert’s Rules of Order, Board Member Representation, Conflict of Interest
  - No Action Taken.
2. Board Work Plan Process and Timing
  - Member Michele Murphy-Smith moved to change work plan process to a calendar year.
  - Member Kathy Green seconded motion.
  - Motion passed 8-0-0.
3. Annual Report Publication – Community Speaking Tracking
  - No Action Taken.
4. Board Member Appointments
  - County appointments expire in February 2013. All county appointees need to send bios to Marcy Alonzo. Board’s goal to have bios complete by January meeting.
  - No Action Taken.

5. **ANNOUNCEMENTS [5 MINUTES]**

- Community Happenings  
2013 TOFGA Conference-Texas Organic Farmers and Gardeners Conference; February 7-10;  
Hilton Austin Airport

6. **SUMMARY OF ACTION ITEMS [5 MINUTES]**

- November 26<sup>th</sup> minutes approved
- Paula McDermott and Kathy Green authorized to sign-up and speak on behalf of the SFPB to the PHHS re: SNAP.
- Board’s work plan process changed to a calendar year

7. **FUTURE AGENDA ITEMS [5 MINUTES]**

- A. Board Recommendations Follow-up
  1. City Urban Agriculture Exemption – March/April
  2. Economic Analysis – March/April
  3. Food Recovery
- B. Community Engagement
- C. Sustainable Food Policy Board Infrastructure
- D. Working Group Briefing
  - Distribution & Processing of Local Meats - March

**ADJOURNMENT**

Meeting was adjourned at 2:38p.m.